

Illinois Department of  
**DCFS**  
Children & Family Services

Bruce Rauner  
Governor

George H. Sheldon  
Director

REQUEST FOR APPEAL OF INDICATED FINDING

TO: DCFS Administrative Hearings Unit  
Expungement Appeals  
406 East Monroe Street Station #15  
Springfield, Illinois 62701-1498  
Fax Number: 217-557-4652

RE: SCR Number: 2266966A

To DCFS Administrative Hearings Unit:

I have been advised that I have been indicated for child abuse and/or neglect regarding SCR Number 2266966A. I wish to appeal the indicated finding against me. I wish to receive:

\_\_\_\_\_ An expedited appeal (35 DAYS) since I am a child care worker. If requested, I can provide documentation to demonstrate my status as a child care worker.

\_\_\_\_\_ A regular appeal (90 DAYS)

I wish to have the administrative appeal conducted in a language other than English and request the administrative appeal be conducted in:  
\_\_\_\_\_ (list a language other than English).

Please send the investigative file to me at the address listed below my signature. (List the address where you wish the investigative file and notices regarding the administrative hearing to be sent). I can be contacted at the phone number following my signature. (List the telephone number where you can be reached during the day by staff at the Administrative Hearings Unit).

\_\_\_\_\_  
Signature of Indicated Perpetrator  
Requesting Appeal

\_\_\_\_\_  
Printed Name of Indicated Perpetrator  
Requesting Appeal

\_\_\_\_\_  
Address

\_\_\_\_\_  
Telephone Number

YOU SHOULD RETAIN A COPY OF THIS COMPLETED FORM FOR YOUR OWN RECORDS

State Central Register  
406 E. Monroe, Sta. 15 • Springfield, Illinois 62701  
217-785-4010  
www.dcf.illinois.gov

Even if you do not request an administrative appeal, you may still request a copy of the investigative file.

A request for a copy of the investigative file is not the same as a request for an appeal. If you wish to appeal, you must follow the instructions above. If you wish to just request a copy of the investigative file, you should send or fax a notarized written request for an investigative file, that must contain both your signature and your address, to the local DCFS field office or the State Central Register at:

State Central Register  
406 East Monroe Street  
Station #30  
Springfield, Illinois 62701-1498  
Fax Number: 217-785-0395

Please note that pursuant to state law you are not entitled to learn the identity of the person who made the report to the child abuse hotline.

Sincerely,



Deanna Large, Administrator  
State Central Register

State Central Register  
406 E. Monroe, Sta. 30 • Springfield, Illinois 62701  
217-785-4010